

[Print Response on Agency Letterhead]

[DATE STAMP]

[Name]
[Company]
[Street]
[City, State Zip]

Re: Freedom of Information Act Request No. EPA-[--]-20##-#####

Dear Mr./Ms. [Last name]:

This letter concerns the above-referenced Freedom of Information Act (FOIA) request, received by the U.S. Environmental Protection Agency (EPA or Agency) on [MONTH DAY, YEAR], in which you requested [INSERT directly what the FOIA request stated or accurately paraphrase description of requested records]. [If 10-day extension already requested add: On [MONTH DAY, YEAR], EPA contacted to inform you that pursuant to 40 C.F.R. § 2.104(d), a ten-day extension was necessary.] Given the scope of the request, EPA anticipates that [explain the unusual circumstance(s) for requiring an extension] (“...the response will require significant amount of EPA’s resources and time to search for, and appropriately examine the voluminous amount of records to complete this request” and/or “... to search for and collect the requested records from multiple EPA offices that are separate from the office processing the request” and/or “... the need for consultation with another agency having a substantial interest in the determination of the request”).

[Provide more individual context of why the response will take more time. For example, do the records span a number of decades? Are you dealing with paper files, which will require scanning to process? Are the records not indexed in an organized manner? Etc.]

EPA has initiated the coordination of and search for responsive records in our files. Because of this broad scope, it is difficult to predict with certainty how many records may be involved. Nonetheless, at this time, EPA estimates the Agency will be able to complete this request by [MONTH, YEAR]. Of course, we will be working diligently working on the request and providing the information on a rolling basis. If we can respond sooner, we will let you know. The next production will be completed by [MONTH DAY, YEAR].

If you would like to modify or narrow your request so that it may be processed sooner, please contact [POINT OF CONTACT], who can be reached at [insert contact info].

In addition, you may contact the EPA FOIA Public Liaison, Deborah Williams, at 202-566-1659 or williams.deborah@epa.gov, to assist with this matter.

Sincerely,

[Name]
[Manager Title]
Office of [_____]

cc: [Name], [Responding Office] FOIA Officer